

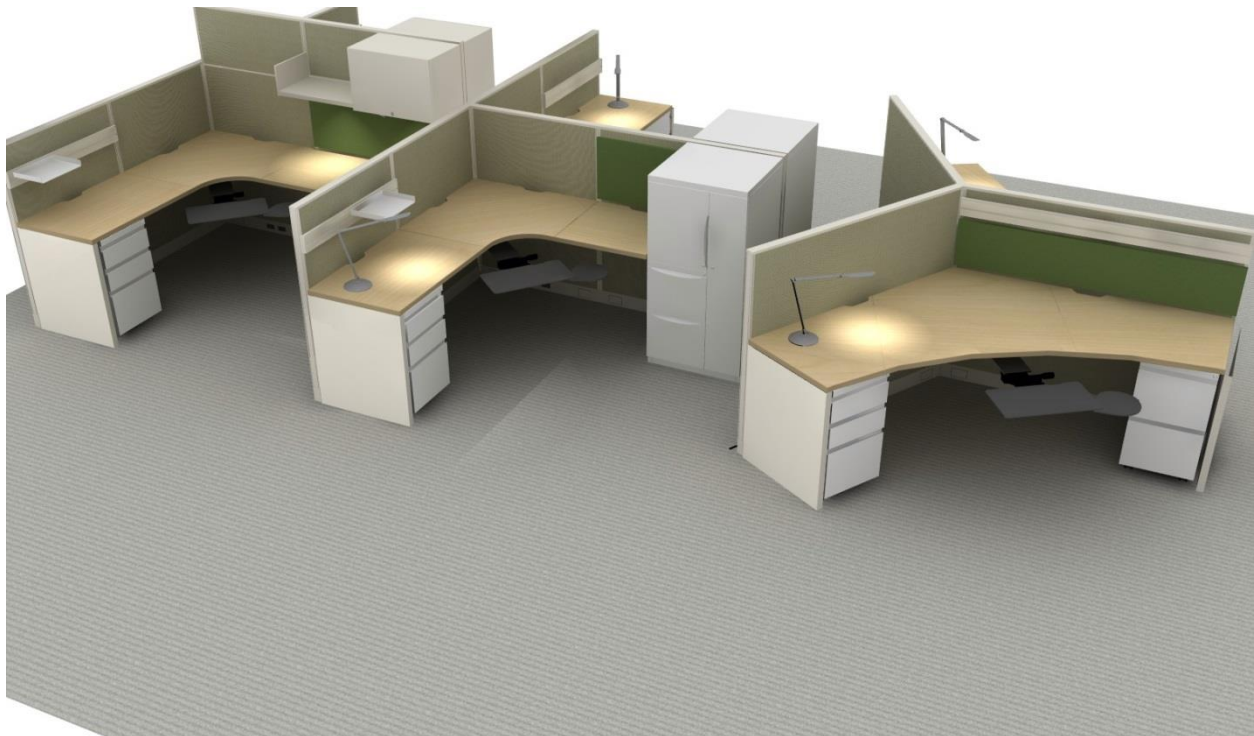
## **WORK STATION TRIAL ARTICLE**

The new Waterbury State Office complex will consist of two main buildings – the renovated historic core and a new building that’s connected to the historic core. Both buildings will feature a modern open office layout. The new building will be furnished primarily with new furniture, while the renovated historic core will have a combination of new and existing furnishings. The Agency will be conducting workstation tests to allow staff to “test drive” the configurations and options.

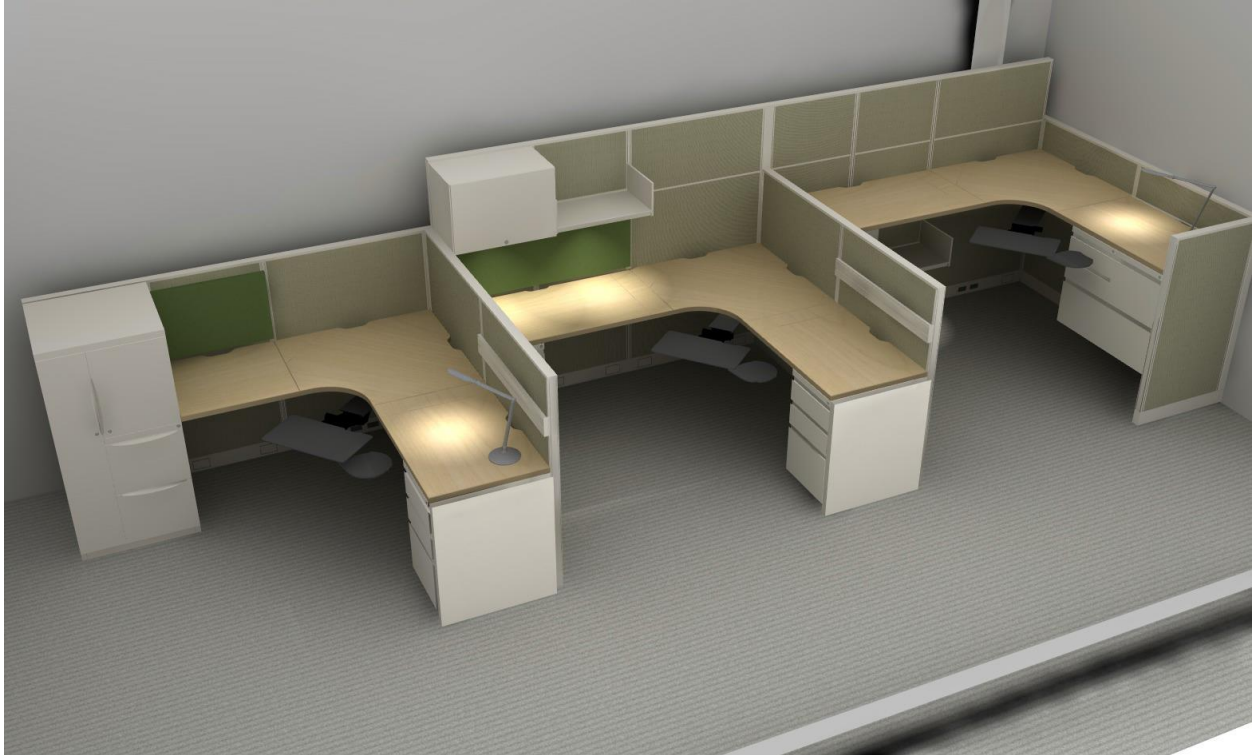
In this article, Dan Woodworth, Vice President of Business Development at Office Environments, and Jesse Robbins, Project Architect at Freeman French Freeman, Inc. provide us with more details about the upcoming workstation trials.

### **Locations and Workstation Configurations**

There will be two workstation trial locations: 208 Hurricane Lane in Williston and State offices at the IBM facility in Essex Junction. The trial at Hurricane Lane will have the following workstation layouts:



The layout at IBM will be similar to the following:



In addition to the above two locations, you can test workstations at the Office Environments showroom. To schedule an appointment at Office Environments, contact Dan at: [dwoodworth@oei-vt.com](mailto:dwoodworth@oei-vt.com)

### **Testing the Workstations**

Before testing the new workstations, take a close look at your current desk and work environment. Things to consider are:

- Sitting or standing desk preference
- Computer usage – desktop, laptop, keyboard, monitor(s), printer, scanner, credit card processor, etc.
- Telephone usage – desk phone, cell phone, headset, etc.
- Storage requirements – file cabinets, equipment and personal storage, etc.
- Individual and/or collaborative work styles and work flow

When “test driving” the workstations, consider which layout configuration best fits your style of work and personal preference. Some may prefer the more open workstation layout, while others may prefer the more private closed layout.

Workstations will be generically configured to “average” heights and will not be adjusted to meet anyone’s personal ergonomic requirements during the tests. Once workstations are ordered and installed, they will be configured to meet your personal ergonomic assessment.

### **Workstation Configuration Choices**

Several workstation configurations will be installed. Hurricane Lane will have: Types A, A1 (standing height), B and C. The IBM facility will have Types A, A1 (standing height) and B. The 120 degree triple workstation (Type C) at Hurricane Lane, will be used in the round turrets at each end of the historic building. Technical specifications on the workstations can be found by clicking [HERE](#).

Every trial workstation has multiple work surfaces that can be set at 1” increments above the finished floor. The surfaces of the workstations in the trial can be configured for standing height. A standing height workstation will only be configured if your ergonomic assessment recommends a standing height desk.

### **Workstation Surveys**

After testing the workstations, you will be asked to fill out an online survey (either on a computer at the workstation trial or on your desk computer or laptop). The on-line survey form can be found by clicking [HERE](#) and a link is also located on the Waterbury Complex Website.

The purpose of the survey is to gather staff’s overall input regarding workstation configuration choices. The data collected in this survey will be used determine which configurations are preferred. It is important to note that these surveys are not order forms and will not be used by staff to choose their particular workspace configuration. That will come at a later date.

It is also important to note that while the workstations you are testing form the basic footprint of the workstation, our Design Team will be working with individual departments and divisions to address more specialized needs and requirements later in this process so that we can tailor a solution that best applies to your situation or job functions.

### **Workstation Options**

A number of available workstation options include:

- White board
- Tack board
- Book shelf
- Paper Management
- Task Light

These options will be included in the workstation trials and in a binder of options at the trial locations.

### **Workstation Trial Schedule**

The workstations will be set up in September and should be ready to test during the month. The workstations will be available until AHS leaves the rental properties at IBM and 208 Hurricane Lane. We will make an announcement regarding when staff can begin the workstation test as we get closer to the opening day.

Due to IBM's security, that workstation test facility will only be for Agency employees who are at that location. The Hurricane Lane workstation test will be open to all Agency staff.

If you have questions, comments or suggestions regarding the workstation trials, please click [AHS.WaterburyQuestions@state.vt.us](mailto:AHS.WaterburyQuestions@state.vt.us) to submit them in the Idea Box.

